

Kingston Fire District  
Board of Wardens Meeting  
28 May 2015

**Present:** Wardens Donald Cobb, Sandra Koerner, Elizabeth McNab and Vincent Rose. Also, present were, Tax Collector Linda Mendillo, Treasurer Carleen Lefebvre, DC Christopher DeGrave and District Manager Jodi Hall.

**Absent:** Warden Ina Sciabarrasi, DC Thomas Reed and Stephen Baker - Director of Public Safety & Emergency Management URI.

**Call to Order:** President Cobb called the Board of Wardens Meeting to order at 6:37 p.m.

**Information/Comments/Questions from the Public:** There were no questions or comments from the public.

**Approval of Minutes:**

**Motion:** Koerner made and McNab seconded a motion to accept Minutes from the Budget Hearing and Wardens Meeting on 04/16/15.

The minutes were reviewed. There were no further questions.

The motion passed unanimously. Rose abstained as he was not present at the April meetings.

**Tax Collector's Report:**

**Motion:** Koerner made and Rose seconded a motion to accept the Tax Collector's Report.

Mendillo presented the Tax Collector's Report. The Board reviewed the report. Discussion was held regarding the Point and Pay system to be set up. Mendillo advised the Board that the contract should be reviewed by the KFD Attorney. She will forward it to him and cc Barrington and the District Office on it. She asked who the contact person should be, should it be the District Office? Barrington questioned if it should be the Tax Collector. A decision will be made at a later date. There was no further discussion or questions.

The motion passed unanimously.

**URI Report:**

Baker was unable to attend the meeting there was no URI Report. There was no motion made.

**Chiefs' Report:**

**Motion:** Koerner made and Rose seconded a motion to accept the Chiefs' Reports.

Barrington presented a verbal report. Barrington told the Board that Hall's resignation had been accepted. A recruiter has been hired to fill her position and also to assist in up-dating the current Human Resource Policy. The comparator that was on schedule to be purchased next year will be less to purchase as Mike DeMello was able to get some money towards it from EMA. This will take about \$7000 off the total cost which is being split 3-ways between UFD, KFD and the Town of South Kingstown. The current comparator was purchased in 1993. UFD's Annual Meeting and it seems as though their Board will be remaining the same. Chief Carney is back doing administrative duties for UFD after his surgery. Barrington presented Reed's written report to the Board as Reed was unable to attend. The Board reviewed the report. DeGrave presented his report. The Board reviewed the report. DeGrave also told the Board the we have applied for a grant through FM Global to purchase tablets which

will replace any paper we have on the apparatus. He showed them a tablet and how it worked and the usefulness it will have. We may also be obtaining tablets for the Decon Team if the change request presented to RIEMA is approved. There was no further discussion.

The motion passed unanimously.

**Motion:** Rose made and Koerner seconded a motion to accept the Treasurer's Report.

Lefebvre presented the Treasurer's Report. The Board reviewed the report. There was no further discussion or questions.

The motion passed unanimously.

**Finance Committee up-date/report:** There were no up-dates.

Next meetings:

- August 28, 2014 at 9:00 a.m.
- October 23, 2014 at 9:00 a.m.

**New Business:**

**Policies to review for Posting:** There were no policies to review for posting. There was no motion made

**SOGs to review:** There were no SOGs to review.

**Policies to approve/adopt:** There were no policies to approve/adopt. There was no motion made.

**Old Business:**

**Emergency Access:** Barrington did talk with a Town Council member regarding one of the emergency access situations on Biscuit City Road. He informed her that the Homeowners Association has approved allowing 20 feet for emergency access which meets the NFPA Standard. However, the Town has said they want 50 feet which is not approved by the Homeowners Association. Cobb did inform the Board that the Town Council did receive the letter from him regarding Emergency Access situations and they referred it back to the Town Administration. There was no further discussion. There were no motions made.

**Communications:** There were no communications. No motions were made.

**Information:**

- June 6, 2015 at the KFD Station – Annual Chicken BBQ – tickets are available for sale.
- Barrington informed the Board that the RFP for the Audit has been posted. DeGrave informed the Board that the RFP for the Chief's Vehicle will be posted tomorrow.

**Next meetings:**

- June 25, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- July 23, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- August 27, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- September 24, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- October 22, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- November 12, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting
- December 10, 2015 at 6:30 PM at the KFD Station – Monthly Wardens Meeting

**Adjournment:**

**Motion:** Rose made and McNab seconded a motion to adjourn the meeting.

The meeting was adjourned at 7:31 p.m.

The motion passed unanimously.

**Executive Session: District Manager Benefits**

**Motion:** McNab made and Rose seconded a motion to go into Executive Session.

Executive Session began at 7:32 p.m.

The motion passed unanimously.

**Motion:** Rose made and McNab seconded a motion to come out of Executive Session.

Executive Session ended at 7:42 p.m.

The motion passed unanimously.

Respectfully submitted,

Jodi Hall  
District Manager